

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

☐ **CURRENT****Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE RPA E-FB 22-052
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-016
UNIT NAME AND LOCATION Anadromous Fishes Conservation and Management Program, West Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-016

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the general direction of a Senior Environmental Scientist (Supervisory) for the Fisheries Branch Anadromous Fishes Conservation and Management Program, the incumbent will independently direct and coordinate the Department's management and recovery efforts for Chinook Salmon, steelhead Rainbow Trout, and Coastal Cutthroat Trout populations in coastal anadromous watersheds. Incumbent participates as a Department technical expert advising on priorities and progress of restoration, recovery, research, angling, and monitoring efforts for these species. This position will represent the Department in development, review, and evaluation of coastal anadromous sportfishing angling regulations and management plans. This position will require the evaluation and synthesis of complex data analyses and ability to communicate effectively with scientists within the Department and partner agencies.	
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Coordination</b> – Serve as statewide lead for management of coastal anadromous fishes including Chinook Salmon, steelhead Rainbow Trout, and Coastal Cutthroat Trout populations. Coordinate with the Department's regional and headquarters staff, partner state and federal agencies, resource conservation districts, non-governmental organizations, tribal organizations, stakeholders, and public on issues regarding conservation, monitoring, research, angling, and restoration to support management and/or recovery actions for these species. Responsible for coordinating, chairing, and/or managing work teams, multi-agency, and stakeholder groups. Coordinate with Department staff on watershed prioritization for grant funding of restoration projects to benefit all coastal salmonids. Coordinate with National Marine Fisheries Service for conservation and recovery actions of federal Endangered Species Act listed populations of Coastal Chinook salmon and steelhead Rainbow Trout. Assist with Department's implementation and coordination of investigation, assessment, and monitoring of coastal anadromous salmonids and watersheds.

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<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
30%	<p><b>Technical</b> – Participate as a Department technical lead advising on priorities and progress of restoration, recovery, research, angling, and monitoring efforts for coastal populations of Chinook Salmon, steelhead Rainbow Trout, and Coastal Cutthroat Trout. Provide technical review of habitat restoration, research, and population monitoring projects. Evaluate, review, and/or synthesize available information for use in development of management and recovery plans. Provides technical expertise in the implementation of recovery strategies and management plans. Produce analytical reports on restoration projects and activities designed to enhance recovery. Review pertinent salmonid literature comprehensively to develop a strong knowledge base to act as the Department’s centralized point of information for anadromous salmonids. As necessary, act as grant manager for restoration and monitoring-related grants and contracts that have state-wide implications.</p>
20%	<p><b>Management and Policy</b> – Assist the Department in management and policy actions for coastal populations of Chinook Salmon, steelhead Rainbow Trout, and Coastal Cutthroat Trout. Provide analysis of state and federal legislation affecting monitoring, conservation, and recovery of these species. Compile monitoring data and prepare reports to the Legislature and Congress on species status, trends, and response to restoration actions. Act as lead for the development, review, and/or evaluation of inland anadromous angling regulations for coastal salmonids. Work closely with Department staff, the National Marine Fisheries Service, and staff from other agencies with respect to coordination and development of recovery plans, restoration plans, Fishery Management and Evaluation Plans (FMEP), Hatchery and Genetic Management Plans (HGMP), and other California and Federal Endangered Species Act (CESA and FESA, respectively) compliance issues pertinent to protecting populations. Participate as a species expert in evaluation, review, and development of CESA petition listings and status reviews. Represent the Department at Fish and Game Commission meetings to provide updates and presentations regarding management and recovery of these species.</p>
10%	<p><b>Program Support</b> – When appropriate and/or required, provide support to Fisheries Branch for the following needs: expert analysis of state and federal policies and legislation affecting fisheries, including detailed bill analysis; developing recommendations for new or revised policies, procedures, or management plans for native fish populations; analyzing complex data and preparing technical reports on fisheries management, including synthesis of existing fisheries data; providing technical review for research, incidental take, and listing regulations/permits under provisions of the California Endangered Species Act (CESA) and Federal Endangered Species Act (FESA); assisting with review and compliance with California Environmental Quality Act (CEQA) for native fish restoration projects.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks; attend career development and training/programs to contribute to the achievement of Program and Branch goals and objectives; respond to general public and or technical staff questions; and assist with regional and headquarters program priorities.</p>

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	<p><b>Special Personal Characteristics:</b></p> <p>Strong communication skills, demonstrated ability to work independently, and a high degree of initiative and flexibility are also desired.</p> <p>Maintain the confidence and cooperation of others by demonstrating competence and being dependable, flexible, and a problem solver. Interface with Department constituents and articulate policy and management in both formal and informal environments.</p> <p><b>Interpersonal Skills:</b></p> <p>Ability to work independently and as part of a diverse team.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <p>Must be able to conduct office work involving use of a computer keyboard for several hours a day, usually sitting, but may involve walking or standing for brief periods of time. Must attend meetings and work with staff throughout the State, including some travel. Must be able to assist with field work, sometimes involving walking through stream channels in waders, carrying field gear to survey and/or sample locations, travelling on uneven dirt roads requiring 4-wheel drive, boat operation in both lake and river environments, and working extended hours/days, including nights, weekends, and holidays on occasion. Occasional overnight travel will occur to reach some project and meeting locations.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
Robert G. Titus		
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>